

# JOB CLUB COUNSELOR'S MANUAL

A Comprehensive Program for the Job Club Counselor



# Job Club Counselors Manual

**Nathan H. Azrin, Victoria A. Besalel-  
Azrin**



## **Job Club Counselors Manual:**

**Job Club Counselor's Manual** Nathan H. Azrin, Victoria A. Besalel-Azrin, 1980      The Career Counselor's Handbook, Second Edition Howard Figler, Richard N. Bolles, 2007-10-01 With more than sixty five combined years of experience in the career development field Howard Figler and Richard Nelson Bolles are the undisputed authorities when it comes to helping people find meaningful work In this revised and updated second edition of their classic guide for career counselors Figler and Bolles show aspiring counselors how to break into the business and give experienced counselors ideas for improving effectiveness and recharging their practice Outlining tools problem solving tips and ethical values for today s career counselor THE CAREER COUNSELOR S HANDBOOK features new information about performing the Annual Career Checkup choosing Essence over Ego and using the Internet while celebrating the fact that even career counselors need counsel once in a while      *Rehab Brief*, 1982      TOMORROW IS TODAY, A behavior modification methodology, guide, and workbook to manage the job search process Lawrence D. Alter, 1991 This 240 page workbook is a highly effective no nonsense self marketing instrument to facilitate and manage the entire job search campaign Contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job Whether or not you provide Outplacement support to your separated employees our workbook would be an excellent tool to augment their job search It provides a complete resource to help the discharged worker achieve and keep their next position FINDING A JOB IS HARD WORK It has been estimated that as many as one out of every three workers attempts to change jobs annually in the United States Out of a labor force of 153 million that represents almost 50 000 000 job seekers who are seeking new employment each year As a result the job search process is highly competitive at all levels It can be lengthy frustrating prejudicial and unfair Older more traditional job finding techniques have become less productive The traditional resume no longer has the same impact in generating the all important and often elusive interview Both the Wall Street Journal and USA TODAY have highlighted the fact that only about 15% of all professionals find a new position through responding to published advertisements or online postings another 10% through placement agencies or search firms and only 5% through unsolicited direct mail Why then would anyone focus 90% of their time and effort in areas that represent only about 30% of all potential opportunities It is not uncommon for 200 300 people to respond to help wanted advertisements Yet seldom do more than 6 to 10 people achieve interviews and after an often lengthy process only one person gets the job Everyone else starts the whole process again Older Americans women and minorities can often face an even more difficult road due to unspoken but ever present biases There is a better way Tomorrow Is Today dispels the myth that the most qualified candidate always gets the job It points out that the person who is hired is usually the one who is liked the best This book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual s personality style body language and manner of being interviewed It is an invaluable resource in helping

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